

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

RECEIVED
SECRETARY OF THE SENATE
RECORDS

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): American Public Transportation Association (APTA)

Travel date(s): 10/9/17-10/10/17

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$336.41 (airfare + taxes) + \$48.94 (Uber and MARTA)	\$225.94 (\$189/night + taxes and fees)	\$111.52	

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): APTA Annual Meeting. Spoke as a panelist providing the congressional perspective on transit.

Attended product showcase.

10/16/17
(Date)

Jennifer DeC
(Printed name of traveler)

Jennifer DeC
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/17/17
(Date)

Mike Cyp
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Jennifer Deci

Employing Office/Committee: Committee on Banking, Housing and Urban Affairs

Private Sponsor(s) (list all): American Public Transportation Association (APTA)

Travel date(s): 10/9/17-10/10/17

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Atlanta, GA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am the lead majority staffer for public transportation issues on the Banking Committee, which has jurisdiction over such issues. I will be participating in APTA's Annual Conference and will be participating in a panel discussion with other Congressional staff regarding implementation of current transportation authorization and implementation, as well as future public transportation initiatives.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/16/17
(Date)

Jennifer Deci
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Mike Crapo hereby authorize Jennifer Deci
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/16/17
(Date)

Mike Crapo
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

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Relationship to Employee: ☐ Spouse ☐ Child

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8/16/17
(Date)

Jennifer Deci
(Signature of Employee)

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8/16/17
(Date)

Mike Crapo
(Signature of Supervising Senator/Officer)



AMERICAN
PUBLIC
TRANSPORTATION
ASSOCIATION

July 21, 2017

Ms. Jennifer Deci
Professional Staff Member, Majority
Senate Committee on Banking, Housing, and Urban Affairs
534 Dirksen Senate Office Building
Washington, DC 20510

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Charles R. Wochele

Dear Ms. Deci:

On behalf of the 1,500 member organizations of the American Public Transportation Association (APTA); it is my pleasure to invite you to the APTA 2017 Annual Meeting & Expo to be held October 8-11, 2017, at the Georgia World Congress Center, Atlanta, GA. We expect about 1,000 public sector and private industry transit professionals will be with us in Atlanta. APTA's Annual Meeting is the flagship event for public transportation professionals to engage in educational sessions, forums, tours, and network with peers.

In particular, we would like to invite you to attend APTA's opening general session and EXPO floor exhibits, and to participate in the congressional staff session scheduled on Monday, October 9 at 3 pm. The congressional staff session will provide a good opportunity for you to brief industry members on your efforts on a new infrastructure initiative and priorities for your committee in the second session of the 115th Congress.

APTA will be pleased to provide you with hotel accommodations and meals, as well as roundtrip airfare between Washington, DC and Atlanta, GA, in accordance with congressional ethics rules. Based on the timing of these meetings and the travel time between Atlanta and Washington, DC I expect that you may want to arrive Monday (10/9) and return on Tuesday (10/10), but we are happy to work with you on other travel times as appropriate. We will be following up with additional information in the coming days to facilitate approval from the Committee on Ethics.

If you have any questions, please contact APTA's TaNeesha Johnson at 202-496-4892 or email tjohnson@apta.com. Thanks in advance for considering this opportunity to discuss legislative issues of importance to APTA's members. We know our members would benefit from your insights and the information you can share.

Sincerely yours,

Linda Ford
Chief Counsel

ACTING

PRESIDENT & CEO

Richard A. White

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): American Public Transportation Association
2. Description of the trip: Association Annual Meeting
3. Dates of travel: 10/9/17-10/10/17
4. Place of travel: Washington, DC-Atlanta, GA-Washington, DC
5. Name and title of Senate invitees: Jennifer Deci-Professional Staff member, Majority
6. I certify that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment of the trip.*

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment of the trip (see questions 6 and 10).*

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point throughout the trip.*

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

The travel time necessary precludes participation in the full day's activities without a second night.

11. ☒ An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Invite, arrange travel, and arrange invitee's participation.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

To strengthen and advance public transportation. The trip provides education and information sharing opportunities between the staffer and a broad spectrum of the public transportation industry.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Similar trips annually for more than 20 years.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Seminars and conferences throughout the year; industry standards development and training.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$340-airfare \$65.22-taxi	\$225.94/day (taxes included)	\$103.44	
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

a) without regard to congressional participation.

18. Reason for selecting the location of the event or trip

Association's members committee selection process.

19. Name and location of hotel or other lodging facility:

Hilton Atlanta, Atlanta, GA

20. Reason(s) for selecting hotel or other lodging facility:

Competitive selection.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The negotiated lodging rate of \$225.94 is above maximum FY17 federal per diem rate of \$140. It is the rate applicable for all conference participants
Estimated meal costs reflect the maximum per diem rate Federal Govt travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:


Commercial airline travel, coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

n/a

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Linda Ford, Chief Counsel

Name of Organization: American Public Transportation Association (APTA)

Address: 1300 I Street, NW Suite 1200 East, Washington, DC 20005

Telephone Number: (202) 496-4808

Fax Number: _____

E-mail Address: lford@apta.com

Senate Invitee List & Request for ½ day Extension for Independent MARTA Tour

Senate Invitees:

Jen Deci, Professional Staff Member, Chairman Mike Crapo, Banking Committee

Homer Carlisle, Professional Staff Member, Ranking Member Sherrod Brown, Banking Committee

Request for ½ day extension:

While in Atlanta for the American Public Transportation Association (APTA) Annual Conference, Homer Carlisle and I would like to visit the local public transportation agency, the Metropolitan Atlanta Rapid Transit Authority (MARTA), to learn about their operations and their proposed rail transit capital expansion projects. We have contacted MARTA staff, and they are willing to host us on Tuesday, October 10th for approximately 3 hours for a briefing and system tour between approximately 8:30 and 11:30 a.m. that morning. As lead Senate staff for public transportation issues, we have the opportunity to benefit from the briefing and tour by learning how federal rules, funding, and procedures affect MARTA's operations and its project development process.

With permission of the Senate Ethics Committee, Homer Carlisle and I propose to delay our return flight from Atlanta until 1:35 p.m. in order to facilitate the proposed tour. We have independently contacted MARTA to explore this plan, and APTA staff will not plan or participate in the tour. We plan no interaction with the APTA conference after our one-day of conference activities on October 9th, if approved by the Ethics Committee.

We would be happy to discuss any questions regarding the extension request.

Sincerely,



Jen Deci

Ext. 4-5790 or jen_dec@banking.senate.gov

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Staff Itinerary (amended by Senate staff to reflect proposed MARTA tour on 10/10): APTA 2017 Annual Meeting Atlanta,

GA; Hilton Atlanta		Monday, October 9, 2017
10:05 AM		Arrival at Hartfield Intl (ATL), Delta 1139
10:30 AM		EXPO Open; visit after hotel check-in
12:00 PM		Lunch on own
1:30 PM		EXPO Open (cont.)
2:00 PM		GENERAL SESSION: USDOT
3:00 PM		Congressional Staff session
6:00 PM		Dinner on your own
		Tuesday, October 10, 2017
8:00 AM		Coffee/Breakfast on own
8:30 AM		Tour/Briefing with Metropolitan Atlanta Rapid Transit Authority (MARTA) - No APTA staff will plan or participate, tour is independent of conference
11:30 AM		Conclude MARTA tour; depart for airport
1:35 PM		Depart at Hartfield Intl (ATL), Delta 1963

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